

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

18 MAY 23 PM 1:33

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Hilton Beckham
2. a. Name of accompanying relative: \_\_\_\_\_ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 5/10/18 Return: 5/12/18  
b. Dates at personal expense (if any): \_\_\_\_\_ or None ☒
4. Departure city: Washington DC Destination: Cambridge, MD Return city: Washington DC
5. Sponsor(s) (who paid for the trip): Congressional Institute
6. Describe meetings and events attended: B
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the employee; and
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature] DATE: 5/23/18

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: TODD ROKITA DATE: 5/23/18

SIGNATURE OF SUPERVISING MEMBER: [Signature]

U.S. House of Representatives  
Committee on Ethics

## SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

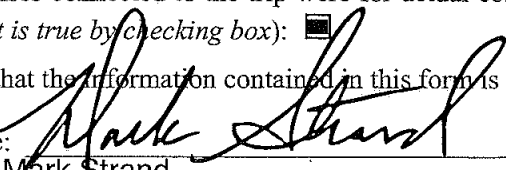
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Congressional Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: May 10, 2018 Date of Return: May 12, 2018
4. Name(s) of Traveler(s): See attached list  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$0.00	\$326.88	\$160.00	\$172.07 Facility Rental
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Mark Strand Title: President

Organization: Congressional Institute

**I am an officer of the above-named organization (signify statement is true by checking box):** ☒

Address: 1700 Diagonal Road #730  
Alexandria, VA 22314

Telephone number: 703-837-8812

Email Address: strand@conginst.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Hilton Beckham
2. Sponsor(s) (who will be paying for the trip): Congressional Institute
3. Travel destination(s): Cambridge, MD
4. a. Date of departure May 10, 2018 Date of return: May 12, 2018  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No HSB  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No HSB

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
Press Secretary - Draft & push content on social media related to policy & current events. Constant communication w/ reporters. Draft speeches, press releases, & remarks on policy & events. Lead team meetings on upcoming press events.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 4/19/18

[Signature]  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): CONGRESSIONAL INSTITUTE
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
SEE ADDENDUM & ATTACHED INVITATION LIST
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☒ Yes ☐ No
6. Date of departure: MAY 10, 2018 Date of return: MAY 12, 2018
7. a. City of departure: WASHINGTON, DC  
b. Destination(s): CAMBRIDGE, MD  
c. City of return: WASHINGTON, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (*i.e.*, an hourly description of planned activities for trip invitees) (*indicate agenda is attached by checking box*): ☒

11. Check one:

a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify that the statement is true by checking box*): ☒ or

b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

SEE ADDENDUM

13. Answer parts a and b. Answer part c if necessary.

a. Mode of travel: Air ☐ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: \_\_\_\_\_)

b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)

c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify that the statement is true by checking box*): ☒

15. I represent that either (*check one of the following*):

a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or

b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_

THURSDAY \$50.00, FRIDAY \$88.00, SATURDAY \$22.00

2) Provide reason for selecting the location of the event or trip: RELATIVE PROXIMITY TO

WASHINGTON, DC AND CAPABILITY TO HANDLE A LARGE EVENT.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: HYATT REGENCY CHESAPEAKE BAY City: CAMBRIDGE, MD Cost per night: \$144 + TAX

Reason(s) for selecting: PROXIMITY TO DC, AVAILABILITY, SECURITY, AND FACILITY SIZE

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$55	\$288 + TAX	\$160
For each accompanying relative	\$55	\$0.00	\$160

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses ( <i>e.g.</i> , taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$210	FACILITY RENTAL
For each accompanying relative	\$210	FACILITY RENTAL

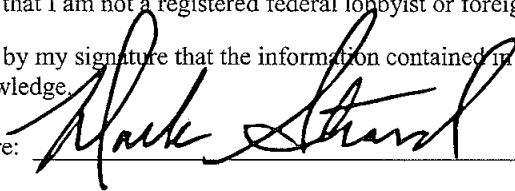
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: MARK STRAND

Title: PRESIDENT

Organization: CONGRESSIONAL INSTITUTE

Address: 1700 DIAGONAL ROAD #730, ALEXANDRIA, VA 22314

Telephone number: 703-837-8812

Email address: STRAND@CONGINST.ORG

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Kenny Marchant, Texas  
Leonard Lance, New Jersey  
Mimi Walters, California  
John Ratcliffe, Texas

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Megan Savage  
*Chief of Staff and Counsel to  
the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

May 4, 2018

Ms. Hilton Beckham  
Office of the Honorable Todd Rokita  
2439 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Beckham:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for May 10 to 12, 2018, sponsored by the Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks  
Chairwoman

Theodore E. Deutch  
Ranking Member

SWB/TED:adw

## **PRIMARY TRIP SPONSOR FORM ADDENDUM**

**Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):**

See attached invitation list. This Congressional Institute sponsored retreat focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Majority personal offices and committee offices as well as policy and communication staff in leadership offices.

**Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:**

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

**Question 18: Total expenses for each participant:**

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$210.



**Legislative and Communication Directors Conference**  
May 10-12, 2018

**Thursday, May 10, 2018**

<b>1:30 PM</b>	<b>Buses Depart</b>	<b>Rayburn Horseshoe</b>
<b>3:00 PM</b>	<b>Check-In</b>	<b>Choptank Foyer</b>
<b>4:00 PM</b>	<b>Welcome</b> Mark Strand, Congressional Institute	<b>Choptank</b>
<b>4:10 PM</b>	<b>Middle-Class Americans' Views of the Tax Plan: The Opportunity for 2018</b> David Winston, The Winston Group Myra Miller, The Winston Group	<b>Choptank</b>
<b>5:15 PM</b>	<b>The Outlook Ahead</b> Charlie Cook, The Cook Political Report	<b>Choptank</b>
<b>6:30 PM</b>	<b>Reception</b> <b>Dinner: National Security Threats Facing America</b> Jamil Jaffer, National Security Institute, Antonin Scalia Law School	<b>Regatta Pavilion</b> <b>Chesapeake ABCD</b>

**Friday, May 11, 2018**

<b>8:00 AM</b>	<b>Breakfast</b>	<b>Chesapeake BCDEFG</b>
<b>9:00 AM</b>	<b>The Effective Manager and Sexual Harassment</b> Mark Horstman, Manager Tools	<b>Choptank</b>
<b>11:00 AM</b>	<b>Understanding Enthusiasm and Engagement Trends in Key Populations</b> Patrick Ruffini, Echelon Insights Kristin Soltis Anderson, Echelon Insights	<b>Choptank</b>
<b>12:00 PM</b>	<b>Lunch: US-EU Relations Outlook</b> His Excellency David O'Sullivan, Ambassador of the European Union to the United States	<b>Chesapeake BCDEFG</b>

**Legislative Directors****Choptank****Communication Directors****Chesapeake A**

- 1:30 PM Leadership Panel: Policy Staff**  
Moderator: Mark Strand  
Austin Smythe, Office of the Speaker  
Will Dunham, Office of the House  
Majority Leader  
Bill Hughes, Office of the House  
Majority Whip  
Jerry White, House Republican  
Conference
- 3:00 PM The Opioid Crisis—What Congress Can Do to Help**  
Alex Brill, AEI  
Sally Satel, MD, AEI
- 4:15 PM Workforce Development**  
Tarren Bragdon, Foundation for  
Government Accountability
- 5:30 PM Doing More with Less in Congress**  
Seamus Kraft, OpenGov Foundation  
Philip Wallach, R Street Institute  
Jessica Andrews, Office of Rep. Doug  
Collins

- 1:30 PM Leadership Panel: Communicators**  
Moderator: Jessica Towhey  
Brendan Buck, Office of the Speaker  
Matt Sparks, Office of the House  
Majority Leader  
Chris Bond, Office of the House  
Majority Whip  
Kara Hauck, House Republican  
Conference
- 3:00 PM The Latest on Digital Media Best Practices**  
Nick Schaper, Engage  
Eric Wilson, Learn Test Optimize  
Katelyn Brantley, House Republican  
Conference
- 4:15 PM Communicating with a Hostile Press**  
Ed Patru, Direct Communications
- 5:30 PM Spreading the Good News of Tax Reform**  
Dave Winston, The Winston Group  
Myra Miller, The Winston Group  
Nate Hodson, House Republican  
Conference

- 
- 7:00 PM Reception** **Regatta Pavilion**  
**Dinner: Why the Age of Disruption May Usher in the Era of Reform** **Chesapeake**  
Bruce Mehlman, Mehlman Castagnetti Rosen & Thomas

**Saturday, May 12, 2018**

- 
- 8:00 AM Breakfast** **Chesapeake EFG**
- 
- 9:00 AM An Ethics Primer: Preventing Ethics Violations** **Choptank**  
Rob Walker, Wiley Rein LLP
- 
- 10:30 AM Professional Development: Securing Your Digital Space** **Choptank**  
Algirde Pipikaite, CyberSponse  
Reynold Schweickhardt, House Administration Committee
- 
- 12:00 PM End of Conference**  
**Buses Depart** **Convention Entrance (Lower Level)**